


## **CHAPTER 13 PLAN & MOTIONS**

Effective April 1, 2003, revised **Local Form 8, Chapter 13 Plan and Motions** must be used when filing a Chapter 13 plan. Motions to Avoid Liens under 11 U.S.C. § 522 (f) and Motions to Void Liens and Reclassify Claims in whole or in part must be so noted in Article 6 of Local Form 8 and do not require separate documentation in accordance with motion practice. The court, upon receipt of Local Form 8, will serve a copy of the plan on all interested parties and will issue a Notice of Hearing on Confirmation of Plan setting forth the confirmation hearing date and the last day to file objections to same. Motions, if any, noted in Article 6 of Local Form 8, will be returnable on the date of confirmation. Pursuant to **DNJ L.B.R. 3015-1**, “. . . the debtor must, within twenty days of the date of entry on the docket of the Notice of Hearing on Confirmation of Plan, serve each potentially affected creditor with a copy of the Plan **and Local Form 22 ,Chapter 13 Plan Transmittal Letter**. The debtor shall file a Proof of Service of compliance with this section at least seven days prior to the scheduled Confirmation Hearing.”

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Plan** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Chapter 13 Plan and Motions** from drop down menu; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box and click [NEXT]. If not filing with joint counsel, click [NEXT] to skip this screen
- STEP 6** Select party or click [ADD/CREATE PARTY]; click [NEXT]
- STEP 7** If you have not been previously associated with the party, you will be asked to create an association by placing a check in the box; click [NEXT]
- STEP 8** Upload PDF file and any attachments, click [NEXT]

 *TIP - If motions are included in the plan, support documents such as certifications and exhibits may be uploaded as attachments to the plan.*

**STEP 9**      *Terminate Deadlines* screen displays. If the plan is being filed with the petition, click [NEXT] to skip this screen. If the plan is being filed on a date subsequent to the filing of the petition, place a check in the box next to the Chapter 13 Plan; click [NEXT]

**STEP 10**      If the plan includes motion(s), enter the type of motion and click [NEXT]. If the plan does not include motions, enter the word **NONE** and click [NEXT]

**STEP 11**      Confirm case name and number; click [NEXT]

**STEP 12**      Docket text appears; review for accuracy; click [NEXT]

☛      *TIP - If modification is necessary, use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

**Chapter 13 Plan, Motions Included: Motion to Avoid Liens. Filed by John Smith on behalf of Mary & Oscar Jones. (John Smith)**

**STEP 13**      **Notice of Electronic Filing** displays